

New Training Courses

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BUILDING A
BETTER
TOMORROW
THROUGH OUR
PEOPLE
TODAY...

The HR Workforce Development Team is proud to announce five new courses for your personal and professional development.

- NDOR Effective Communications Course - 16 hours
- NDOR Effective Presentation Course - 8 hours
- NDOR Effective Facilitation Skills Course - 4 hours
- Stress Management - 6 hours
- Challenging Negative Attitudes - 8 hours

The three communication courses are a coordinated effort between the HR and Communications Divisions. The NDOR Effective Communications Course is the premier course focusing on communication basic and advance concepts; effective listening; interpersonal communication skills; the use of communication technology and the suggested etiquette. This course was piloted in February, is being modified with suggestions, and will be offered again on Tuesday, May 11th.

NDOR Effective Presentation Skills course was piloted on Tuesday the 16th of March. An employee must complete the Effective Communications class before attending this course. The Presentation course includes a review of the Effective Communication Course; identifying skills to deal with anxiety and the fear of speaking; the planning and preparing of a presentation; the evaluation of a presentation and a personal presentation. This is a great course to gain knowledge and skill on public speaking while in a relaxed environment. It will give you the confidence you need for the next time you are asked to speak. The class size is limited to 10 employees and is 8 hours in duration.

The third communication course, NDOR Effective Facilitation Course identifies the skills required to be an effective facilitator. Topics included are room set up; facilitation skills; chart making; dealing with disruptive participants; the 20 minute rule and more. This course will be piloted in May.

Stress is a part of everyday life; the important thing is how to deal with it. The Stress Management Course is dedicated to the goal of stress identification and tools to deal with stress. In this course, we discuss the strategy of stress, stress identification and management, exercise and healthy eating, and many forms of relaxation. Class size is limited to 20 employees.

Challenging Negative Attitudes has been piloted and will be scheduled in May or June. This course deals with how to control the impact of negative situations, pessimism and optimism, how to identify negative norms in our organization, and how to eliminate those norms.

The Leadership Development Certificate Program is still the hallmark of our Workforce Development program. There is a level of certification for all who are interested.

OPEN ENROLLMENT FOR 2010-2011 BENEFITS

Begins: April 19, 2010 at 7:00 AM CT

Ends: May 14, 2010 at 5:00 PM CT

For coverage: July 1, 2010 to June 30, 2011

Biometric Screenings

The State of Nebraska Wellness Program, called **wellnessoptions**, was very successful this first year with over 5,000 employees participating and completing the wellness program criteria to qualify for enrollment into the 2010/2011 Wellness PPO plan. Beginning April 1, the remaining steps include the enrolled employee and spouse BOTH completing the health assessment and a biometric screening option to qualify into the Wellness PPO for the next plan year (2010/2011).

DAS Employee Benefits is in the planning stages for this year's Open Enrollment to ensure you have every opportunity to attend either a live meeting or an on-line meeting with presentation by each of our providers.

Those individuals who meet the Wellness PPO criteria ultimately determine which of the four medical plans they choose to select at the time of Open Enrollment. Individuals that have NOT met the Wellness PPO criteria will have the option to enroll in the High Deductible PPO, Regular PPO, or BlueChoice medical plan.

Those currently not enrolled in any State of Nebraska medical plans can qualify for enrollment into the Wellness PPO Plan for the next plan year (2010/2011) by completion of the Health Assessment and a Biometric Screening option for both the covered employee and spouse (if applicable) during a period after Open Enrollment (further information to come).

Beginning April 1, the Health Assessment will be offered again on-line on the **wellnessoptions** web site. You will have the opportunity to participate in one of three (3) biometric screening options:

Option 1: Onsite Screening

Participants can choose to attend from approximately 40 different State of Nebraska on-site screening locations.

Option 2: Home Kit

Participants can request to obtain a finger stick kit mailed to your home to submit to HealthFitness.

Option 3: Alternative Means Screening Form

Participants can submit doctor visit results from appointments scheduled after Jan 1, 2010.

[Click here](#) to learn more about of each biometric screening options.

For more information on all **wellnessoptions** programs, biometric screenings, Wellness PPO plan qualification requirements and more, visit the **wellnessoptions** website at www.wellnessoptions.nebraska.gov, or contact Employee Wellness and Benefits at 877-721-2228.

NOTE: The Wellness and Benefits (**wellnessoptions**) team has initiated a new internet address to access your wellness programs provided by HealthFitness. This new address is "www.wellnessoptions.nebraska.gov". The previous address you have used to access to our wellness programs website, "www.liveforlife.net/hfit/wellnessoptions", will remain active. Going forward, you can utilize either address to access the many wellness programs offered by HealthFitness and the **wellnessoptions** team.

Group Life Insurance

The State provides a \$20,000 Basic Life Policy to all employees at no cost to the employee. The coverage is provided as long as the employee is in a paid status. However, if the employee is "**not actively at work**" for more than **12 months**, the state's contribution stops and the employee is offered the opportunity to convert the group coverage to an individual policy to keep it in-force.

This same **12 month** requirement applies to Optional Life. As long as the

employee is in a paid status they can maintain the group rates for their coverage (the amount they selected during Open Enrollment -- \$5,000, \$10,000, 1x, 2x, 3x, 4x, 5x). However, after **12 months** of "**not being actively at work**", the insurance must be converted to an individual rate - based on the employee's age - or the coverage terminates.

Employees who are in an unpaid status (they are out on vacation, sick and/or comp-time) may pay their Optional

Life group rate for up to three months before the coverage must be converted.

Typically the cost of the converted insurance is much higher and often would seem prohibitively expensive.

The State's Group Life Plan does provide for a premium waiver in the case of total disability (certain conditions apply) which may help some individuals maintain their Life Coverage.

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Minimum Qualifications

Required Minimum Qualifications vs. Desired Qualifications

and

Their Importance When Advertising or Applying For A Vacant Position

Whether you are a supervisor completing a Job Requisition Form or an employee completing a Job Application, minimum (or required) qualifications and desired (or preferred) qualifications are an important part of the process and require careful review by both parties.

Supervisor Review

As a supervisor, when completing the requisition form, ask yourself “What are the minimum qualifications absolutely necessary to perform the essential functions of this position?” This would include education, knowledge or experience. Keep in mind when creating minimum qualifications, that some Department of Roads positions do not require formal education or a specific number of years experience in a certain area. To find out which positions have educational/years experience requirements, refer to the job specifications created by State Personnel or contact your Recruiter in Human Resources.

So now the question is “How do I find the ideal candidate if only the minimum qualifications are listed?” This is where the “desired qualifications” are utilized. When creating desired qualifications, think about what education, knowledge, or experience the ideal or perfect candidate should possess to perform the essential functions of the position. For example, special computer software, equipment, program knowledge, rules & regu-

lations, years of experience and specific post high school education.

Why is there a separation between “minimum qualifications” and “desired qualifications”? All applications are screened for and must meet minimum qualifications before moving forward for further screening. Creating a long list of minimum requirements could potentially eliminate a qualified applicant. Applicants could meet some, but not all of the qualifications listed. This then creates a broader pool of applicants that can apply and be considered. State Personnel screens outside applications and NDOR Human Resources screens internal applications for minimum qualifications.

After applications are screened for minimum qualifications, what happens if there is too large of a pool to reasonably interview? This is where the application screening tool fits into the process. This tool should be created to evaluate the application for the desired qualifications. A score is assigned to each of those qualifications based on the importance it plays in performing the essential functions of the position. Those applicants who score the highest would then be invited for an interview.

Applicant Review

As an applicant completing the Application for Employment form, careful attention should be paid to the minimum qualifications (or requirements) listed on

the job posting. If the applicant possesses the minimum qualifications, communication of those qualifications should be included on the application form. For example, a position could have a minimum qualification of “Plan reading experience” or “Possession of an Appraisers license” or “Experience with gas and diesel engines” depending on which position is being advertised. If it’s listed on the job posting as a minimum qualification (or requirement), but not listed on the application, the application will not be forwarded for further screening.

As stated above, if the applicant meets the minimum qualifications, the application will be forwarded for further screening and scoring of the desired qualifications. It’s just as important to communicate the desired qualifications as this will determine if the application scores high enough for an interview.

Internal NDOR applicants should not assume if they work for NDOR, the person screening the application knows their specific qualifications. Again, it’s very important this information be thoroughly communicated on the application form or in an attached resume.

Contact your Human Resources Recruiter for further information or questions.

Geri Waechter — 479-4581

Rachelle Rhoades — 479-4841

Group Life Insurance

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Human Resources provides employees in the situations described above with information about their coverage and the paperwork necessary to convert their cover-

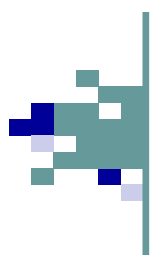
age in a timely manner. However, it is entirely the employee’s decision whether or not to take advantage of this conversion opportunity.

If you have questions, please contact either Diane Holthus at 479-4580 or Blane Osterman at 479-4582.

If you have questions or topics you would like to see within the HR Newsline, please contact:
Lynnee Thiemann
Phone: 402-479-3565
Fax: 402-479-3765
Email:
Lynnee.Thiemann@Nebraska.gov

Our Mission Statement

The Human Resources Division leads the agency's efforts to be an employer of choice for a diverse workforce. Human Resources provides quality customer service; offers leadership development opportunities for career advancement; provides assistance with recruitment, benefits, classification, and compensation; and promotes quality performance of employees through workforce development and health and wellness activities in a safe environment.



Workforce Development

ANNOUNCEMENTS & SCHEDULE OF EVENTS

For more information on our courses, please check out the 2010 catalog, now on line!!

April 2010

- 1 Generational Differences
- 5-16 Food Bank Drive
- 6 New Employee Orientation
- 14 Fundamentals of Mentoring
- 15 Performance Management
- 19 Instructor Professional Development Training
- 19 Open Enrollment Begins
- 21 Leading Change
- 27 On the Job Training
- 28 Peer Today Boss Tomorrow
- 29 Problem Solving NDOR
- 30 State Holiday

May 2010

- 4 NDOR Blood Drive
- 4 New Employee Orientation
- 5 Challenging Negative Attitudes
- 11-12 NDOR Effective Communications
- 14 Open Enrollment Ends
- 17 Instructor Professional Development Training
- 18-19 NDOR Supervisor Training
- 21 First Aid/CPR Certified Training
- 31 State Holiday

June 2010

- 3 Listening in a Hectic World
- 4 Speaking to Influence Others
- 8 New Employee Orientation
- 10 Leading Change
- 17 C.Support End User Desktop
- 17 C.Support For Technical Support Representatives
- 22 Developing Others
- 23 Hallmarks of Supervisory Success
- 24 Delegating for Shared Success
- 28 Instructor Professional Development Training
- 29 NDOR Blood Drive
- 30 Stress Management